



Job Description

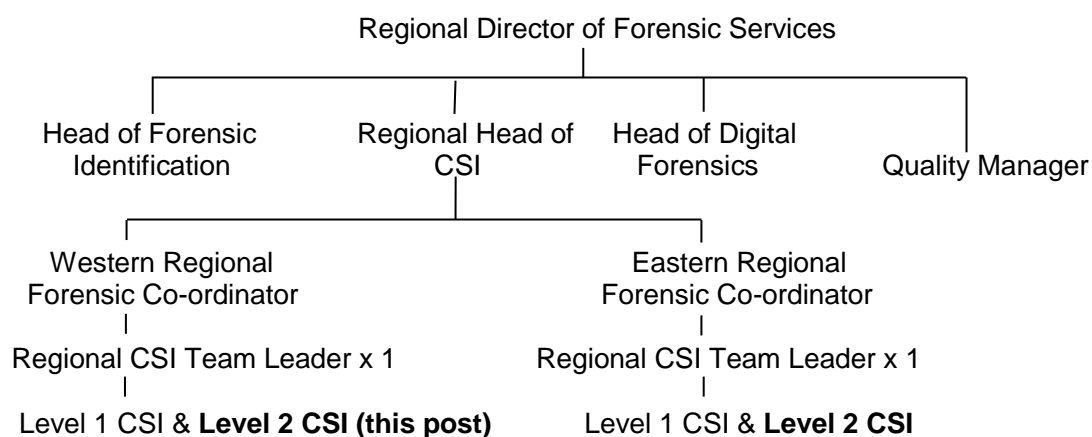
Date:	September 2018
Job Title:	Level 2 Crime Scene Investigator
Post Number:	
Division/Department/Section:	Collaborated Services / South West Forensics / Crime Scene Investigation
Line Manager (Name/Title & Post Number)	Regional CSI Team Leader

1. PURPOSE

To provide an effective and efficient Crime Scene Investigation capability to the SW Regional Forces.

To attend all categories of crime scene and associated locations to conduct scientific examinations with the objective of identifying, recording and recovering physical and digital forensic evidence and intelligence information. To conduct additional post scene activity to enable effective processing of evidence and intelligence information.

2. POSITION IN THE ORGANISATION



People who work directly for this post

None.

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
To take responsibility for gathering information from relevant sources to ascertain the circumstances of incidents and the requirement to attend locations; including liaison with officers, members of the public and victims of crime as required to secure effective co-operation and co-ordination of scene investigations.	To prioritise attendance at crime scenes sensibly, making full use of the working day.
To conduct risk assessments of scenes and forensic evidence and to ensure that all safety precautions are taken and documented when in situations which may present a health hazard, e.g. exposure to cadavers, body fluids, physical and chemical hazards.	To adopt safe systems of working.
To attend volume, serious and major crime scenes and associated locations as required and to conduct scientific investigations with the objective of identifying, recording and recovering potentially valuable physical, trace and digital forensic evidence and intelligence information (including post mortem examinations). To undertake methodical investigations in accordance with National Occupational Standards and departmental Quality Standards (including ISO 17020/17025), using specialist light sources, photographic and other equipment as required.	To assist police investigators in detecting crime, ensuring that incident investigators have all possible information and forensic evidence available to them, recovered and recorded in accordance with defined quality standards and adhering to the Forensic Science Regulator's Codes of Practice and Conduct.
To work closely with Pathologists and other Experts and Specialists, working with minimal supervision and under the direction of a Crime Scene Manager.	To assist with the identification of bodies and support the investigation of serious and major crime.
To take additional responsibility and/or functionality in specialist areas such as; blood screening, fire investigation, CBRN, UV and 360° photography, covert operations, DVI, Archaeology, rope access, Luminol, sea survival, illicit labs, mentoring/tutoring, occasional trainer, Crime Scene Manager.	To locate, enhance, record and recover forensic evidence and maximise the forensic yield using specialist equipment and techniques.
To obtain appropriate sample materials from persons for further examination, elimination and recording purposes in accordance with documented procedures when authorised and required.	To obtain fingerprints, DNA and other samples from individuals.

<p>To ensure correct packaging, preservation, continuity and integrity of exhibits and to retain and store recovered physical and trace evidence in a way that prevents contamination and loss of evidence. To use technical knowledge and expertise to interpret the forensic value of evidence in order to prioritise, review and submit exhibits for subsequent analysis or storage as required to other police departments or identified outside agencies, taking into account value for money and maximising evidential potential. To disseminate information / intelligence effectively, appropriately and promptly in line with Force requirements.</p>	<p>To demonstrate compliance with the Forensic Science Regulator's Codes of Practice and Conduct and ensure timely submission of evidence to relevant Departments or Forensic Science Providers, taking into account cost and forensic effectiveness.</p> <p>To ensure that intelligence obtained from crime scenes is exchanged in a useful and timely manner.</p>
<p>To accurately maintain comprehensive computer and written records, to record activity, track exhibits, to meet departmental and statutory requirements relating to the storage and retention of physical evidence and information.</p>	<p>To ensure that the South West Forensics Management system (SOCRATES) and other force systems are updated accurately.</p>
<p>To produce technical documentation and prepare evidential material and attend court to present expert evidence and professional opinion as required, ensuring standard formats of statements, photographic albums and indices are produced for presentation as scientific findings in criminal investigations and judicial proceedings.</p>	<p>To ensure that statements are prepared for court in a timely manner and that all exhibits are correctly packaged and labelled and are available for presentation at court as required.</p> <p>To comply with disclosure requirements and present evidence at court in a professional manner.</p>
<p>To maintain stores, equipment and storage facilities and to ensure that crime scene equipment is available and fit for purpose in order to meet operational requirements. To undertake general administrative tasks as required.</p>	<p>To be properly equipped for operational deployment.</p>
<p>To attend training courses and other events linked to ongoing competency both in force and throughout the country to maintain skill and expertise in scene investigation and evidence recovery. To keep abreast of changes and developments within Crime Scene Investigation.</p>	<p>To ensure that knowledge and skills are kept fully up-to-date and to demonstrate ongoing competency.</p>
<p>To provide specialist technical advice and knowledge to police colleagues, partners and other individuals / agencies in relation to the gathering and use of forensic evidence and crime scene interpretation to support investigations and criminal prosecutions and the achievement of Force objectives.</p>	<p>To ensure investigating officers across the region have access to up-to-date specialist advice on all CSI matters, to support them in pursuing forensic lines of enquiry that are likely to achieve successful prosecutions.</p>

To ensure contact with members of the public positively contributes to providing customer satisfaction and confidence in the police service.	To ensure good public relations and to provide relevant crime prevention advice in order to contribute to the reduction of crime.
To undertake specialist training to use front line digital tools in order to secure and retrieve forensic data from mobile phones and other devices and to triage computers in accordance with Standard Operating Procedures (SOP). To produce technical reports and statements in relation to retrieved data as required by the SOP, liaising with digital forensics teams when necessary and complying with ISO:17025 digital principles.	To provide front line investigators with a timely data downloading service to provide digital evidence to support the investigation of crime and prosecution of offenders, ensuring resultant digital material is admissible to court by adhering to national regulatory guidance.
This list of duties is not restrictive or exhaustive and the post-holder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the police service.
4. CONTACTS Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.	
1.	Members of Public / Victims of crime.
2.	Police Officers (CID and Uniform) and Police Staff Investigators of all ranks.
3.	Regional Identification Bureau Staff, e.g. Fingerprint Experts, Footwear Experts, Forensic Laboratory Officers, Forensic Submissions Officers.
4.	Home Office Pathologists and Forensic Scientists.
5.	Suspects of crime.
5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION Any special arrangements surrounding the job e.g. 24 hr responsibility, on-call time, and weekend work in this section.	
<p>The Force Values together with the National Code of Ethics are a set of non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.</p> <p>The role holder must be trained to accredited national standards as Crime Scene Investigator (Stage 1) or hold an 'A' level in science (or equivalent) and have experience of employment within an investigative or scientific role. They must further successfully complete Stage 2 of the CSI Learning Programme within a reasonable timeframe. There may be additional requirements to attend and successfully complete other training courses and events linked to ongoing proficiency in order to maintain professional competency.</p> <p>Normal hours of duty will comprise 8-hour shifts between 08:00 to 22:00 hrs, 7 days per week including some Bank Holidays. The role requires participation in a regional on-call rota and a flexible approach to working location, since operational duties may need to be undertaken</p>	

anywhere within the South West region in line with business requirements. This may include an occasional need for overnight accommodation, for which a subsistence allowance would be paid.

There will be a regular requirement to work outside normal office hours, to change shifts at short notice, to be retained on duty and be recalled to duty at the discretion of Regional Forensic Co-ordinators as required to meet the operational demands for forensic service delivery. Allowances and enhancements will be paid in line with individual Force policies.

Role holders must hold a full current UK/European driving licence and will drive vehicles bearing SW Forensics livery and wear a SW Forensics uniform during all working hours, unless on covert duties.

Role holders must maintain a good standard of eyesight and physical fitness.

All successful applicants will be required to submit themselves for drug testing in line with the employing Force's Drug Policies. Role holders are also required to provide personal fingerprints and DNA samples, which will be retained on elimination databases for the duration of employment.

Role holders must be able to deal with distressing and/or emotional situations relating to crime; including viewing material and exposure to incidents that may involve injury, death and trauma. Role holders will have annual mandatory welfare consultations.

The role will include: manual handling including movement of equipment and cadavers; working at height, in confined spaces and at night; working with chemical/biological hazards; working in environments with potential for conflict; adverse weather; prolonged wearing of Personal Protective Equipment.

To execute powers designated by the Chief Constable under Schedule 4 of the Police Reform Act 2002, including powers relating to entry, search and seizure of exhibits.

Role holders may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

Please note that, due to the nature of security checks undertaken, applicants must have 3 years' continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK. This role may be subject to higher security vetting (SC level).

6. HEALTH & SAFETY TRAINING

Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? (Manager should read appropriate Risk Assessments and identify training required, eg, manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc)

The role will include: manual handling including movement of equipment and cadavers; working at height, in confined spaces and at night; working with chemical/biological hazards; working in environments with potential for conflict; adverse weather; prolonged wearing of Personal Protective Equipment.

7. HEALTH MONITORING

Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer.

Post holders will be required to undertake and pass pre-employment eyesight and physical fitness assessments. Post holders will also have annual mandatory welfare consultations as well as attending various local and national training courses, which may include satisfying separate medical requirements.

8. VETTING

Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below eg 'this post is subject to vetting' or 'this post is subject to higher level vetting'. Vetting

clearance will need to be obtained prior to appointment of a candidate.

This role is subject to higher security vetting (SC level).

9. TERMS OF APPOINTMENT

A salary bar will halt progression through spinal points until Post Holders have taken on additional responsibility and demonstrated ongoing competency and continuing professional development within the core CSI role and specialist skill areas.

Salary Scale E bar F

The commencing salary will be Salary scale E, £23,235 rising to a maximum scale F, £31,875

10. PERSON SPECIFICATION

Essential Criteria

Essential Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.

Criteria to be measured	Competencies Required
Criteria A	Trained to accredited national standards as Crime Scene Investigator (Stage 1) or an 'A' level in science (or equivalent) <u>and</u> experience of employment within an investigative or scientific role.
Criteria B	Experience of gathering and analysing information.
Criteria C	Experience of making and maintaining Restricted records (written and computer) and a good understanding of legislation governing information security.
Criteria D	Demonstrates excellent attention to detail and accuracy, with an understanding of the importance of integrity and continuity within Criminal Justice.
Criteria E	Good interpersonal and communication skills, face to face and over the telephone. Experience of dealing effectively with a diverse range of people and ability to present facts and opinions accurately, clearly and concisely in written and oral formats.
Criteria F	Self-motivated with an ability to work with minimal supervision as well as part of a team under challenging conditions.
Criteria G	Computer literate.
Criteria H	Role holders must hold a full current UK/European driving licence and will drive vehicles bearing SW Forensics livery

Desirable Criteria (if applicable)

Desirable Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.

Criteria to be measured	Competencies Required
Criteria I	To demonstrate knowledge and experience of all CSI activities (e.g. fingerprints, footwear, DNA, trace evidence and photography) in volume, serious and major crime investigation; good knowledge of police procedures relating to the CSI role.
Criteria J	Trained to accredited national standards as a Crime Scene Investigator (Stage 2).
Criteria K	A scientific qualification – Degree level or directly related equivalent experience.
Criteria L	Experience of photography and digital imaging.
Criteria M	Experience of working within an ISO accredited environment.